



Federal Acquisition Service
Authorized Federal Supply Schedule Price List

Schedule for - Professional Engineering Services (PES)

Federal Supply Group: 871

Class: R425

Contract Number: GS-10F-0325V

Contract Period: September 15, 2009 through September 14, 2014



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CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s):

SINs	SIN Description	Engineering Discipline
871-1 and 871-1RC	Strategic Planning for Technology Programs/Activity	Civil
871-2 and 871-2RC	Concept Development and Requirements Analysis	Civil
871-3 and 871-3RC	System Design, Engineering and Integration	Civil
871-4 and 871-4RC	Test and Evaluation	Civil
871-5 and 871-5RC	Integrated Logistics Support	Civil
871-6 and 871-6RC	Acquisition and Life Cycle Management	Civil

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: **\$750,000.00**

3. Minimum Order: **\$100.00**

4. Geographic Coverage (delivery Area): **Domestic and Overseas**

5. Point(s) of production (city, county, and state or foreign country):
Same as company address

6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted). List at the end of this pricelist**

7. Quantity discounts: **None Offered**

8. Prompt payment terms: **Net 30 days**

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Contact Contractor**
10. Foreign items (list items by country of origin): **None**
- 11a. Time of Delivery (Contractor insert number of days): **Specified on the Task Order**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**
12. F.O.B Points(s): **Destination**
- 13a. Ordering Address(es): **Same as company address**
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSAIFSS Schedule homepage (fss.gsa.gov/schedules).**
14. Payment address(es): **Same as company address**
15. Warranty provision: **Contractor's standard commercial warranty**
16. Export Packing Charges (if applicable): **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair: **N/A**
19. Terms and conditions of installation: **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **N/A**
- 20a. Terms and conditions for any other services: **N/A**
21. List of service and distribution points: **N/A**
22. List of participating dealers: **N/A**
23. Preventive maintenance: **N/A**
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**

25. Data Universal Numbering System (DUNS) number: **80-0375214**

26. Notification regarding registration in Central Contractor Registration (CCR) database:
Registered

Contractor will accept LH and FFP

Government Awarded Prices (Net Prices)

Labor Categories and Hourly Rates:

Labor Category	PES Awarded		PES Awarded		PES Awarded	
	Year 1	Year 2	Year 3	Year 4	Year 5	
Sr Project Manager	\$ 128.25	\$ 132.48	\$ 136.85	\$ 141.37	\$ 146.04	
Project Manager	\$ 123.50	\$ 127.58	\$ 131.79	\$ 136.13	\$ 140.63	
Planner III	\$ 109.25	\$ 112.86	\$ 116.58	\$ 120.43	\$ 124.40	
Planner II	\$ 90.25	\$ 93.23	\$ 96.30	\$ 99.48	\$ 102.77	
Planner I	\$ 76.00	\$ 78.51	\$ 81.10	\$ 83.78	\$ 86.54	
Drafter I	\$ 67.68	\$ 69.91	\$ 72.22	\$ 74.60	\$ 77.07	
Drafter II	\$ 76.71	\$ 79.24	\$ 81.86	\$ 84.56	\$ 87.35	
Estimator	\$ 77.90	\$ 80.47	\$ 83.13	\$ 85.87	\$ 88.70	
Project Engineer III	\$ 118.75	\$ 122.67	\$ 126.72	\$ 130.90	\$ 135.22	
Project Engineer II	\$ 114.00	\$ 117.76	\$ 121.65	\$ 125.66	\$ 129.81	
Project Engineer I	\$ 109.25	\$ 112.86	\$ 116.58	\$ 120.43	\$ 124.40	
Engineer Technician III	\$ 90.25	\$ 93.23	\$ 96.30	\$ 99.48	\$ 102.77	
Engineer Technician II	\$ 80.75	\$ 83.41	\$ 86.17	\$ 89.01	\$ 91.95	
Engineer Technician I	\$ 71.25	\$ 73.60	\$ 76.03	\$ 78.54	\$ 81.13	
Graphic Design Proj Mgr/ Production Mgr/Digital Illustrator	\$ 104.50	\$ 107.95	\$ 111.51	\$ 115.19	\$ 118.99	
Construction Admin/QC Mgr/ Spec Writer	\$ 118.75	\$ 122.67	\$ 126.72	\$ 130.90	\$ 135.22	
Illustrator	\$ 99.75	\$ 103.04	\$ 106.44	\$ 109.95	\$ 113.58	
Construction Admin Coordinator	\$ 61.75	\$ 63.79	\$ 65.89	\$ 68.07	\$ 70.31	
Sr Urban Designer	\$ 156.75	\$ 161.92	\$ 167.27	\$ 172.79	\$ 178.49	
Landscape Architect III	\$ 118.75	\$ 122.67	\$ 126.72	\$ 130.90	\$ 135.22	
Building Science Specialist III	\$ 166.25	\$ 171.74	\$ 177.40	\$ 183.26	\$ 189.31	
Building Science Specialist II	\$ 128.25	\$ 132.48	\$ 136.85	\$ 141.37	\$ 146.04	
Building Science Specialist I	\$ 66.50	\$ 68.69	\$ 70.96	\$ 73.30	\$ 75.72	
Project Administrator	\$ 66.50	\$ 68.69	\$ 70.96	\$ 73.30	\$ 75.72	
Accountant	\$ 76.00	\$ 78.51	\$ 81.10	\$ 83.78	\$ 86.54	
Sr Admin Asst/Admin Asst	\$ 57.00	\$ 58.88	\$ 60.82	\$ 62.83	\$ 64.90	

Corporate Experience

BCRA, Inc. is an energetic, service focused design firm providing over forty (40) years of diverse design and planning experience. With offices across the country, BCRA offers a wide range of collaborative disciplines including architectural design, Building Information Modeling (BIM), sustainable design (LEED), structural interior design, comprehensive interior design, air barrier design and testing, building science (including forensics), civil engineering, land use planning, landscape architecture, structural engineering, anti-terrorism/force protection design (AT/FP), graphic design and strategic marketing.

BCRA's staff is comprised of over one hundred and seventy (170) professional and technical personnel comprising one of the most diverse architecture/engineering (A/E) firms in the nation, with a successful record of Federal project experience throughout the United States.

BCRA's mission is to serve and guide our Federal clients while focusing on their best interests at all times. In the delivery of service, BCRA balances the budgetary, functional, and aesthetic requirements of each project. Recognizing that there are unique aspects to each project allows BCRA to maximize the potential for each project to be successful and profitable for all parties involved.

Building Science

BCRA has extensive knowledge and experience in building inspections, design, and rehabilitation. To better meet the specific needs of certain clients, BCRA has developed a specialized building science group that is dedicated to the unique and complex design strategies encountered in building envelope systems. The Building Science group services include design, construction, commissioning and forensic assessment. As leaders in the building science industry, BCRA incorporates a working knowledge of proven building science strategies in the design phase and conducts quality assurance reviews during the construction and commissioning phase to ensure optimum performance at point of verification test and into the future. This eliminates costly repairs and prevents schedule set-backs during construction and provides for overall savings over the lifetime of the building.

Building Envelope Design

As leaders in the industry, BCRA's building science group incorporates a working knowledge of proven thermal and air and moisture barrier techniques into the design, construction and forensic evaluation of the building envelope. This provides insights into hidden or unforeseen problems, eliminates unnecessary repair and schedule set-backs during construction, and provides overall cost savings, occupant comfort and lower building maintenance over the lifetime of the building. BCRA strives to be a leader in the use of state-of-the-art technologies that improve the design and construction process and add value to the project and the life-cycle advantage of the building. As leaders in the building science industry, BCRA incorporates a working knowledge of proven air barrier techniques in the design phase and conducts quality assurance reviews during the construction phase. BCRA and our M/E/P subconsultants take the building envelope performance and compliance with the Federal Energy Policy Act of 2005 and The Energy Independence and Security Act very seriously. BCRA and our M/E/P subconsultants have specialists focused on the building envelope performance and innovative

high-performance HVAC systems to ensure that the building design complies with critical Federal mandates for reduced energy consumption. BCRA performs computer generated modeling of alternative building envelope components for the specific project location and integrates the model with the design and cost estimating. Specific attention is paid by on-staff building scientists to the design and construction of the building's air barrier. This group of building scientists not only understands the design-build construction process but also holds the highest levels of certifications in envelope modeling, infrared thermography, air barrier auditing and air tightness testing. We own and operate state of the art equipment to verify building performance and diagnose issues of building failure.

Building Science Key Services

BCRA's key building science services include:

- **Building Condition Assessment.** A building condition assessment is the first step in planning for repair and rehabilitation projects when some aspect of the building has failed prematurely. Alternately, this baseline condition information can be used for the planning, costing, sequencing, and development of logical plans for implementing necessary maintenance and renewals projects. At the conclusion of our investigative work, our observations regarding the current condition are organized into a report that summarizes the information in an easy to understand manner, including supportive sketches and photographs. Our reports outline our recommendations for repair, maintenance and renewal, and will identify alternate approaches to addressing these needs where appropriate. BCRA has capabilities that allow us to access high-rise and mid-rise building structures for full analysis.
- **Hygrothermal modeling** using known weather data for any region worldwide to best design the envelope system. Specific characteristics of each building material can be investigated to ensure a wall or roof does not have issues of condensation or thermal bridging. In the end durable, cost effective solutions are realized without costly failures.
- **A whole building air leakage test** is a means by which to determine problem areas of the building and verify that the continuous air barrier has been designed and constructed properly. The building science group will pressure test the building using ASTM E 1827, testing the rate leakage for the building envelope and locate major areas of air leakage using infrared thermography. This test is intended to show problem areas during the investigation phase and demonstrate that the final building construction has produced an effective air barrier so that air infiltration and exfiltration are minimized.
- **Thermal performance** can only be observed nondestructively using infrared thermography. The building science group, following ASTM C 1060 standards, will perform a thermal inspection of the building, insuring thermal barriers have been adequately provided. In addition infrared thermography provides a clear picture of any problem areas, creating a quick analysis for repair.
- **To test for moisture leaks**, especially evaluating the performance of window installations, the Design/Build Team will water test the windows using ASTM E 331, testing for proper installation to protect against water intrusion. Infrared thermography allows the Team to

locate areas of moisture that would not typically be observed without its use, helping pinpoint problem areas and provide corrective measures.

BCRA leads the industry in the design, construction administration, and testing of building envelopes and has been offering these services for years. BCRA's building science group can be used in the LEED system to earn points for innovation credits. BCRA is poised to answer the technical demands of any project in a holistic and cost sensitive manner. BCRA provides technical services throughout the investigation, design, construction, and performance verification phases to ensure a successful and acceptable building.

Civil Engineering

BCRA's Civil Engineering Group provides a diverse array of civil engineering services to our Federal clients. The civil team provides grading design, roadway and parking area design, and water and sewer system design. The civil group designs comprehensive stormwater management solutions, with special attention given to low impact development alternatives. The BCRA Civil Engineering Group also focuses on the proper interaction between pedestrians, vehicles and the built environment. The BCRA Civil Engineering Group works on a wide variety of project types including residential, office building, medical, educational, and retail/mixed use.

Land Use Planning Services

BCRA's Land Use Planning Studio provides a wide range of planning, design, entitlement and visionary services to our Federal clients. The core strength of the Land Use Planning studio lies in the ability to guide clients and site programming through design and to translate vision into implementable planning strategies. As part of a collaborative team of professionals, BCRA's Land Use Studio provides planning support to the other core disciplines at BCRA. Design is used as a primary planning tool to establish a vision of what a site's potential be, both as a feasibility study, and as a platform from which to write accompanying planning documents. BCRA's planning strategies are very graphics-oriented and provide clients with the most comprehensive land use planning available.

Special Item Number (SIN) Description

871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services available under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services available under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance

specifications of a system, project, mission or activity. Typical tasks include, but are not limited to: requirements analysis, cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technological conceptual designs, training, privatization and outsourcing.

871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services available under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, trace ability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to: computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, prototype fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

871-4 TEST AND EVALUATION

Services available under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to: testing of a prototype and first article(s) environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of a product or system, training, privatization and outsourcing.

871-5 INTEGRATED LOGISTICS SUPPORT

Services available under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to: ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination for logistics, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services available under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to: operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

LABOR CATEGORIES DEFINITIONS**Senior Project Manager**

The Senior Project Manager is a licensed professional with 10 years experience, a bachelor's degree from an accredited program and a professional license. This professional will coordinate all project efforts to ensure effective execution and serves as the primary client liaison. He/She is responsible for the entire project cycle from budget to closeout, project scope definition, design, advertising, award, construction management, fiscal management, and transfer to the end user and quality assessment. In addition, this person will also manage the staff, help to create and promote the company's strategic vision, and provide leadership throughout the firm.

Project Manager

The Project Manager will have a degree in Architecture or Engineering from an accredited program. A professional license is preferred, but not required. He/She will have a minimum of six years of professional experience. The project manager is responsible for managing all aspects of multiple small to mid-sized projects and the coordination of all project efforts; both administrative and technical. They will serve as client liaison to bring the schedule, budgets, and scope of work to client satisfaction and completion. In addition, they will estimate fees, determine the scope of work, and prepare proposals and contracts.

Planner III

The Planner III is a licensed Architect or Engineer with 8 to 10 years experience and a bachelor's degree in engineering or architecture responsible for planning and developing medium to large scope projects with many complexities. They will also execute and coordinate projects and, may oversee a staff of architects, engineers and technicians. In addition, he/she will interpret, organize and execute the coordination of assignments, define the scope and develop concepts and methods.

Planner II

He/She will have a bachelor's degree in architecture or engineering and six to eight years experience. They will have a working knowledge of principals and practices. In addition, they will be able to apply advanced techniques, and be responsible for finished plans, specifications, and material approval.

Planner I

A Planner I will have five to eight years experience, a bachelors degree in engineering or architecture and preferably a professional license. They will be able to execute independent judgment in evaluation, use standard techniques, problem solve, but will seek guidance on complex projects. He/she will understand technical and document competencies and have the ability to understand and stay within set financial budgets. They will be familiar with all key contacts of all projects assigned.

Drafter I

A Drafter I will have one to three years experience but less than 3 years experience in the field. He/She through guidance and supervision can produce architectural and engineering drawings and plans for buildings, structures and systems according to specifications provided by an architect or engineer. In addition, this person will have a technical degree in drafting.

Drafter II

A Drafter II will have two to five years minimum experience and be able to create and maintain a professional set of drawings. They should require minimal supervision, from the Design Development Phase through the Construction Development phase. This person is aware and responsible for maintaining a budget and can be the liaison between clients and consultants. He/She will have a Technical degree in Drafting or Bachelors degree in related field.

Estimator

He/She will have a Bachelors Degree in construction related field and possess three to five years of industry experience. He/She will prepare cost estimates for technical services, construction projects, or equipment rentals to aid in bidding on or determining price of product or service.

Project Engineer III

He/She will have a Bachelors Degree in engineering and possess three to five years of experience. They will plan and conduct work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedure, and criteria. They will also independently perform most assignments with instructions as to the general results expected. Additional responsibilities will include the planning, scheduling, conducting, or coordination of detailed phases of the work in a part of a major project or in a total project of moderate scope. He/She may supervise or coordinate the work of other professionals who assist in specific assignments.

Project Engineer II

The Project Engineer II will have a Bachelor Degree and two to four years of experience. They will be able to independently evaluate, select, and apply standard techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. He/She will receive instruction on specific assignment objectives, complex features, and possible solutions. They perform work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features. In addition, they may supervise or coordinate the work of others who assist in specific assignments.

Project Engineer I

A Project Engineer I will have one to two years of experience and receive close supervision on new aspects of assignments. Using prescribed methods, he/she will perform specific and

limited portions of a broader assignment that would be given to an experienced professional. They may be assisted by a few aides or technicians. This person will have a Bachelor of Science Degree in Civil Engineering.

Engineer Technician III

An Engineer Technician will have in excess of seven years experience. He/She will have knowledge of codes and design practices and be able to perform basic engineering design using CADD with supervision. This person will be a technical school or community college graduate or have a Bachelor degree in Engineering.

Engineer Technician II

He/She will have three to seven years of experience and have knowledge of codes and design practices. The will be able to perform basic engineering design using CADD with supervision. In addition, a technical school or community college certificate or a Bachelor Degree in engineering is required.

Engineer Technician I

The Engineer Technician I will have one to two years of experience. They will have knowledge of codes and design practices and be able to perform basic engineering design using CADD with supervision. A technical school or community college certificate or a Bachelor degree in engineering is also required.

Graphic Design Project Manager

The Graphic Design Project Manager will have 4 to 7 years experience in advance graphic design, and managing the process (proposals, scheduling, production and delivery) of all projects from concept through production. The necessary skills for this position include: strong project management, ability to manage multiple jobs simultaneously, an eye for details, organization; and above all, excellent people skills. A Bachelor degree in related subject area is required.

Production Manager / Digital Illustrator/ Illustrator/Digital Illustrator

The Digital Illustrator will have an undergraduate degree from an accredited program in Graphic Design. They will be responsible for the creation and manipulation of artwork within industry standard software. Their responsibilities may include elements of hand-done illustration using traditional illustration methods and combining digital techniques into a mixed-media design. The ability to demonstrate versatility in terms of style and generate production-ready artwork for multiple applications is required. In addition, they are responsible for the technical requirements concerning commercial reproduction in order to maintain the quality of the final output.

Construction Administrator/QC Manager/Specification Writer

He/She will have a Bachelor or Masters Degree or ten plus years experience in building design, specification writing and construction administration. They will have the ability to write technically accurate CSI formatted specifications; ability to develop new specification sections; ability to guide the technical aspects of the design process to a workable conclusion; and be able to coordinate the work of each different trade in technical specification language. They should be able to positively influence the construction phase using both strategic project management and partnering skills; knowledgeable in reviewing and monitoring project schedules; experienced with submittal/shop drawing review and problem solving; skilled at observing work in progress and identifying non-conforming work; able to review and negotiate change order costs; and experienced in managing additional cost and delay claims. In addition, they will be required to perform Q/C review of construction documents, including continuity/coordination reviews, constructability reviews, interdisciplinary coordination reviews, exterior envelope performance reviews and drawing/specification coordination reviews; and be able to perform project specific reviews for special systems or performance criteria, program requirements, etc.

Illustrator

The Illustrator will be skilled in using a variety of traditional and new techniques and tools including pencil, pen and ink, airbrush, acrylic and oil paints, watercolor, collage and computers. They will be able to demonstrate versatility in terms of style and generate production-ready artwork for multiple applications. In addition, they will be responsible for the technical requirements concerning commercial reproduction in order to maintain the quality of the final output.

Construction Administrator Coordinator

This person will have a minimum two years experience in Construction Administration with the ability to take direction from multiple sources; completing each task in the allotted time frame given. They will be manage and log, in-coming and out-going paperwork for multiple projects, understand hard bid and public bid processes as well as understanding specifications and contract issues. In addition, they will have a general knowledge of architectural and construction procedures; set-up project files and maintain files in a logical and orderly manner and coordinate printing and distribution of drawings, specifications and other project sensitive material. A working knowledge and use of construction phase forms with the ability to do product and cost research is also required.

Senior Urban Designer

A Bachelor's degree in architecture, urban planning or landscape architecture is highly desired and LEED accreditation or working towards accreditation is strongly preferred. In addition, 6 to 8 years working experience in an urban design studio is necessary. He/She will be proficient in developing conceptual urban framework plans, master plans, design guidelines, reports and presentations. They should be able to conduct community outreach, design charrettes,

stakeholder interviews and other information gathering meetings. In addition, graphic design skills - both hand drawn and computer based. AutoCAD, Sketch-up, and Photoshop skills are required. Highly desirable is a high proficiency and understanding of LEED-ND principals, Transit Oriented Developments, Grayfields, Brownfields, waterfront development and New Urbanist communities.

Landscape Architect III

The Landscape Architect III will have 6-8 years experience, be licensed or in active process of registration and have a Bachelor degree in a related field. In addition, LEED accreditation or working towards accreditation is highly desirable. He/She should be a team player and able to work in a multidisciplinary setting on wide range of projects – ranging from single family residential to large commercial, educational and institutional projects. They should also be able to prepare landscape planting plans, irrigation plans and specifications for project permit approvals. Sustainable site development master planning and Green-build principles and design skills are highly desirable.

Building Science Specialist III

The Senior Building Scientist will have 8-10 years experience in the field of building science with a minimum of 4 years of construction experience related to roof and wall systems and a Bachelor Degree in Engineering (Mechanical or Civil/Structural) or Architecture, preferably in Building Science. In addition, they will have a current state license and licensures for other states are an asset. LEED accreditation or working towards accreditation is highly desirable. He/She will be an expert in the use of infrared thermography, blower-door pressurization, and capacitance moisture detection with related certifications. They will also be responsible for the review of building envelope assemblies for water penetration, vapor diffusion, air leakage and thermal performance on paper and in the field. Responsibilities also include field performance testing of selected elements of building envelope assemblies to confirm compliance with specified performance standards and the ability to supervise field staff and assist in field work on assessment and construction projects. They should possess strong interpersonal skills and interface with agencies, owners, design professionals, general contractors and sub-trades. A practical knowledge of rain screen design principles an asset.

Building Science Specialist II

This Building Scientist category will have 3-8 years experience in the field of building science, a Bachelor Degree in Engineering (Mechanical or Civil/Structural) or Architecture, preferably in Building Science, and a current state license. Licensing in other states is a plus. He/She should be proficient in the use of infrared thermography, blower-door pressurization, and capacitance moisture detection with related certifications. In addition, excellent written and verbal communication skills as well as excellent analytical and problem-solving skills are required. They must have experience in performing assessment, design and construction reviews for a wide range of building envelope assemblies on projects ranging from assessment and rehabilitation of existing building designs to the envelope system for new buildings. They should have the ability to pro-actively assess needs and accurately estimate services cost.

Building Science Specialist I

The Building Science Technologist will have 1-2 years experience in the field of building science and a two year degree or equivalent experience with technical disciplines. He/She will also have experience in building trades, and knowledge of building construction styles and techniques, including light carpentry. They will have the ability to learn from assigned reading and verbal direction on building science and be computer literate.

Project Administrator

The Studio Administrator will have 3-5 years experience as an Administrative and Marketing Assistant handling various projects and responsibilities. A High School Diploma is required and some college education a plus. He/She will provide administrative and marketing support for the team staff members by coordinating projects, completing administrative and marketing tasks, creating spreadsheets, tracking workflow and assisting with billings. They will support the marketing staff with proactive efforts, project submittals, interviews and presentations. This person must possess excellent verbal and written communication skills, as well as good organizational and planning skills, including the ability to prioritize work, handle multiple tasks simultaneously, set goals and meet deadlines.

Accountant

The Accountant will have a Bachelor's degree in accounting or related field or work related experience may substitute for education. This person will be versed in standard accounting and bookkeeping practices.

Senior Administrative Assistant, Administrative Assistant

Senior Administrative Assistants and Administrative Assistants perform various administrative functions and support management, administrative and technical staff in accordance with established procedures. Responsibilities include interaction with clients, vendors and consultants. Some college is preferred. A minimum of 4 years administrative experience in an office environment is required.